

# Chief Executive Office CAREER TRANSFER OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY

## SENIOR SECRETARY III

(Immediate opening in the Intergovernmental & External Affairs Administration)

The Chief Executive Office (CEO) is seeking a highly motivated and well-qualified individual to fill a Senior Secretary III position in the Intergovernmental & External Affairs Administration. This position will provide secretarial support to analysts working in the State and Federal Legislative Policy Development and Governmental Affairs Administration.

### Duties and Responsibilities:

- Performs a variety of specialized secretarial functions including preparation of charts and maintenance of rosters of Local and State Officials.
- Prepares documents which include letters and memos to the Board, correspondence to elected officials, Department Heads, managers, and technical reports and correspondence.
- Prepares documents to ensure they are appropriately formatted, error-free, and grammatically correct.
- Reviews documents to ensure all relevant data, back-up information, and signatures are included.
- Screens telephone calls by directing them as appropriate or furnishing requested information.
- Maintains historical and current filing system, and ensures documents are filed and readily retrievable.

### Desirable Qualifications:

- Excellent verbal, written and organizational skills.
- Strong interpersonal and communication skills with the ability to work effectively with staff, County departments, and outside agencies.
- Experience working on multiple assignments/projects at the same time, meeting critical deadlines, and ensuring a thorough, complete work product.
- Quick learner, capable of performing with minimum directions.
- Proficiency in various computer software applications, such as, Word, Excel, Outlook, and PowerPoint.
- Experience in maintaining a very large central filing system for numerous subjects.
- Proficiency in grammar, punctuation, spelling, and the ability to proofread and edit correspondence and specialized documents.

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**Position Requirements:**

Must currently hold the payroll title of Senior Secretary III, or equivalent position, possessing the same level and breadth of experience, scope of responsibility and salary schedule.

**Who to Contact:**

Interested individuals should submit a résumé detailing experience and education, attendance records from the last two years and copies of the last two performance evaluations. Materials should be received no later than **Friday, June 15, 2012** and sent to:

Kimberly Arias  
Chief Executive Office  
Human Resources Section  
500 West Temple Street, Room 785  
Los Angeles, CA 90012  
[karias@ceo.lacounty.gov](mailto:karias@ceo.lacounty.gov)

Résumés and supporting documents will be reviewed and **only** the most qualified candidates will be called for an interview.

***THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION***